



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

10005 E. OSBORN RD. / SCOTTSDALE, ARIZONA 85256

Supplier Registration Reference Guide

New Vendors

To register for the Vendor Portal please follow these instructions.

Step 1

Go to <https://secure.srpmic-nsn.gov/VendorPortal>

Step 2

Select Register

A screenshot of the Salt River Pima-Maricopa Indian Community Vendor Portal. The header features the community's Great Seal and the text "Salt River Pima-Maricopa Indian Community Vendor Portal". Below the header, there is a login section with the text "Existing users, please login with your username and password below. After five failed attempts, your account will be locked." It includes input fields for "User Id:" and "Password:", a "Login" button, and a "Forgot password" link. At the bottom of the login section, it says "If you are a first time user, please register", with the word "register" circled in green.

Step 3

Accept terms

You must accept the terms of this Memorandum of Agreement in order to register as a vendor. If you choose not to accept these terms you will be returned to the HomePage. By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to:

- register the Vendor
- file, on behalf of the Vendor, all of the information requested in this registration process
- enter into this Agreement on behalf of the Vendor.

By submitting this electronic vendor registration, you hereby agree on behalf of the Vendor and for the benefit of the Salt River Pima-Maricopa Indian Community (SRPMIC) that:

- The Vendor shall use vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information is accurate and complete.
- The Vendor hereby warrants that the information provided by the Vendor through the vendor portal and vendor portal update functionality shall at all times be accurate, complete and completeness of the information the Vendor has provided through the vendor portal registration and vendor portal registration update functionality as of that date even if the information is later found to be inaccurate or incomplete.
- This Agreement shall remain in effect for as long as the Vendor is registered as a vendor. All rights are reserved to cancel the Vendor's registration at any time. In the event the Vendor is not in compliance with the terms of this Agreement, the SRPMIC reserves the right to cancel the Vendor's registration at any time.
- The SRPMIC reserves the right, in its sole discretion, and at any time, to monitor and record access, activity or use of the all services without notice or permission from you, and the terms and conditions for use of the SRPMIC Vendor Portal System at any time.
- You further agree to immediately notify SRPMIC Purchasing Department of any unauthorized use, or potential unauthorized use, of the SRPMIC Vendor Portal system or your information.

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Step 4

Complete highlighted fields and click Register button:

Your account activation link will be e-mailed to the address provided below. If the account is not activated within 1 days, the link will be expired.
If you are an existing business license user with a valid account and password please [click here](#)

User Id:
FirstName: LastName:
Your E-Mail:
Re-type Your E-Mail:

scientific **shin**
Type the text CAPTCHA
[Privacy & Terms](#)

[Register](#)

You are returned to login screen, this time there is a message, indicating a message has been sent, and to use the link in the email to complete registration.

Info: Your user account has been created. Activation e-mail has been sent to [\[redacted\]](#).
Info: Please use the link provided in the e-mail to complete the registration.

Existing users, please login with your username and password below. After five failed attempts, your account will be locked.

User Id:
Password: [Login](#)

[Forgot password](#)

If you are a first time user, please [register](#)

Step 5

Check email, and click on the link in the email, note the link expires in 24 hours.

Wed 12/10/2014 11:50 PM
Vendor Portal <noreply@srpmic-nsn.gov>
Welcome to SRPMIC Vendor Portal

[Retention Policy](#) [Delete Account](#) [Expires](#) [Never](#)

Hello [\[redacted\]](#)

Thank you for using the SRPMIC Vendor Portal. Your userid is [\[redacted\]](#). If this registration is not requested by you, please contact SRPMIC at finance-purchasing@srpmic-nsn.gov or call 480-362-5730.

You can continue your registration process by clicking on the link provided below. If you are given a verification code, you can enter it during the registration process to speed up the registration and approval.

To finish the registration process, you will be required to provide your Employer Identification Number or SSN as well as your address and contact information.

Once your registration is complete, you can keep your records up to date and upload documentation related to your business such as sales brochures and such.

Please click on [Registration Link](#) to complete the process. **This link will expire on 12/11/2014 11:50 PM.**

Step 6

Enter password, not the password creation rules highlighted green, then click accept:

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Password: *

Password: *

Password must be at least 8 characters and conform to:

- has one lowercase and one uppercase character
- one number
- one special character such as .,\$%

Accept

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Step 7

Enter information highlighted, and click Next. As a new vendor you will not have a verification code.

Items marked with * are required. Please enter your verification code if you are an existing registered vendor.

Legal Name on W-9: *

Business Name (DBA): *

Business Type: *

Tin Type: *

Verification Code:

TIN Number: * (2 digits - 7 digits) ☒ Hide

• Enter your optional verification code matching your TIN.
• Verification code is issued by SRPMIC to existing vendors.
• Verification code is used to confirm and speed registration process.

Next

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Step 8

Enter highlighted address information then click next, there should always be a W9 address that matches your tax form. You can add multiple addresses and indicate which type of address it is.

Items marked with * are required.

Address Line 1: * ☒ Physical ☐ W-9 Address ☒ Invoice ☒ Ordering

Address Line 2:

City: * Country: * USA State: * ARIZONA Zip Code: *

+ Add Another Address

Previous Next

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Step 9

UPS validates the address, in this case city was incorrect; the supplier has an opportunity to correct, then click next

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Matches Found by the UPS Address Validation. Please pick the one you would like to use.

| | Original | Validated |
|-----------------|------------|-----------|
| Address Line 1: | | |
| Address Line 2: | | |
| City: | SCOTTSDALE | |
| State: | AZ | |
| Country: | USA | |
| Zip Code: | 85234 | |

Previous Next

Step 10

Add/Update contact information, fields in green populated already, complete fields in yellow, and type of contact, then either add another contact or click next

Items marked with * are required.

Contact Name: * [Green Field] ☒ General ☐ Sales ☐ Accounts Payable ☐ Warehouse/Shipping

Contact E-mail * [Green Field] Website: http:// [Yellow Field]

Phone: * 480 - 1111111 Ext. [Yellow Field] Fax: [Yellow Field] Ext. [Yellow Field] Remove Contact

+ Add Another Contact

Previous Next

Step 11

Add Commodity Code, use drop down and/or search, then add, and click next:

Items marked with * are required.

Commodity Code: * Add 005-00 - ABRASIVES

Click Here To Search

| Code | Description |
|--------|---|
| 005-00 | ABRASIVES |
| 010-00 | ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES |
| 015-00 | ADDRESSING, COPYING, MMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES; CHEMICALS, INKS, PAPER, ETC. |
| 019-00 | AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES |
| 020-00 | AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS) |
| 022-00 | AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS |
| 025-00 | AIR COMPRESSORS AND ACCESSORIES |
| 031-00 | AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO) |

Next

Step 12

Final review and edit, once satisfied, click accept:

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This screenshot shows the 'Business Details' section of a supplier registration form. Fields include Username, E-Mail, Legal Name on W-9, Business Name (DBA), Business Type (Supplier), Federal Employer Id Number(EIN), TIN Number, Contact Name, Website Address, Phone, Email, Fax (N/A), Type (General), and Address. There are 'Edit Section' buttons for each major section. At the bottom, a table lists codes and descriptions, with '945-00 FINANCIAL SERVICES' highlighted. An 'Accept' button is circled at the bottom center.

| Code | Description |
|--------|--------------------|
| 945-00 | FINANCIAL SERVICES |

Step 13

Note status Pending Approval until Purchasing has approved.

This screenshot shows the same supplier registration form as in Step 12, but with the 'Status: Pending Approval' message highlighted in a green box at the top right. The 'Accept' button is no longer visible.

Step 14

Click on the Related Documents tab and Upload Document to attach any required/pertinent documents, links are available to the highlighted forms from this page. As a new vendor you must attach a W9 form.

This screenshot shows the 'Related Documents' tab selected. It contains links for 'W-9 Form Download' and 'ACH Form Download'. An 'Upload Document' button is circled. Below the links is a table with columns 'Status' and 'FileName'. The message 'You have no documents.' is displayed.

| Status | FileName |
|------------------------|----------|
| You have no documents. | |

Step 15

Select the type of document and change the NO to YES by clicking it if you are uploading a confidential. Confidential should be set to YES for completed ACH forms. Then use the browse feature to locate and upload the document. Complete by selecting the Upload Document button.

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Upload Documents

- The file types can be only images or pdf files.
- The file size cannot be more than 5MB.
- Notes is needed if document type is Other.

Type : * Other Documentation Confidential: No Browse...

Notes : Other Documentation
W-9 Form
ACH Form
AP Verification
Vendor Certification

Cancel

Step 16

Change password/email or logout from home screen:

User Details GILBERT

Change Password Change Email Logout

Status: Pending Approval

Business Details Related Documents Messages

Within this section, you can manage your documents. Once documents are approved, it can no longer be deleted.

- The file types can be only images or pdf files.
- The file size cannot be more than 5MB.

Type : * Other Documentation Confidential: * No Upload Document

Notes : Other Documentation
W-9 Form
ACH Form
AP Verification
Vendor Certification

| FileName | Type | Confidential | Notes | Creation Date | Action |
|-------------------|------|--------------|-------|---------------|--------|
| No records found. | | | | | |

Any questions, or issues, please contact us at finance-purchasing@srpmic-nsn.gov or by calling 480-362-5730.